

ORDINANCE NO. O-9-20

ORDINANCE ADOPTING THE CITY BUDGET FOR THE FISCAL
YEAR JULY 1, 2020, THROUGH JUNE 30, 2021, AND LEVYING AN AD
VALOREM TAX ON ALL ASSESSABLE PROPERTY WITHIN THE
CITY OF GAITHERSBURG, MARYLAND

WHEREAS, the proposed budget for the 2020-21 Fiscal Year was submitted by the City Manager to the Mayor and City Council as required by the City Charter, as amended; and

WHEREAS, the 2020-21 budget provides a complete financial plan, including anticipated revenues and proposed expenditures, for the fiscal year:

NOW, THEREFORE, BE IT ORDAINED by the Mayor and City Council of the City of Gaithersburg, in public meeting assembled, that the budget for the City of Gaithersburg for the Fiscal Year July 1, 2020, through June 30, 2021, be and it hereby is proposed as follows:

ANTICIPATED REVENUES

Local Taxes	\$32,198,200	
Licenses & Permits	\$4,271,780	
Intergovernmental Revenue	\$19,927,153	
Charges for Services	\$4,821,926	
Fines & Forfeitures	\$2,010,000	
Miscellaneous Revenues	\$3,484,372	
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Anticipated Revenues		\$66,713,431
Reappropriation		<u>\$2,637,106</u>
Total Anticipated Revenues and Sources of Funds		<u><u>\$69,350,537</u></u>

PROPOSED EXPENDITURES

City Manager's Office	\$2,671,517	
Office of the City Attorney	\$780,605	
Community & Public Relations	\$3,599,486	
Finance & Administration	\$5,510,899	
Human Resources	\$1,235,488	
Information Technology	\$2,279,694	
Parks, Recreation & Culture	\$9,605,818	
Planning & Code Administration	\$5,567,378	
Police Department	\$9,710,447	
Public Works	<u>\$15,295,358</u>	
Operating Total		<u>\$56,256,690</u>

PROPOSED TRANSFERS

Transfer to Asset Replacement Funds	\$2,319,300	
Transfer to Capital Improvement Funds	\$7,165,000	
Transfer to Housing Program Fund	\$240,000	
Transfer to Other Post Employment Benefit Trust	\$3,200,000	
Transfer to Stormwater Fund	<u>\$169,547</u>	
Total Transfers		<u>\$13,093,847</u>
Total Proposed Expenditures and Uses of Funds		<u><u>\$69,350,537</u></u>

OTHER REVENUES APPROPRIATED FOR

Stormwater Fund	\$5,978,000
Housing Fund	\$164,720
Forest Conservation Fund	\$21,000

AND BE IT FURTHER ORDAINED that all of the sums set forth herein under the headings "PROPOSED EXPENDITURES", "PROPOSED TRANSFERS" and "OTHER REVENUES APPROPRIATED FOR" be and hereby are appropriated.

AND BE IT FURTHER ORDAINED that there is hereby levied on all of the assessable real property within the City an ad valorem tax at the rate of ***Twenty-six and Two/Tenths Cents (\$.262) on each One Hundred Dollars (\$100) of assessed value of said property***, and there is hereby levied an ad valorem tax on the tangible personal property subject to taxation by the City, except for manufacturing equipment, manufacturing inventory and commercial inventory of corporate and unincorporated businesses, at the rate of Fifty-Three Cents (\$.53) on each One Hundred Dollars (\$100) of assessed value of such tangible personal property.

AND BE IT FURTHER ORDAINED that the City hereby adopts the imposition of a full year, one-half year, three-quarter year and one-quarter year tax levies authorized pursuant to Title 10, Sections 10-102, 10-103, 10-104 and 10-105, Tax Property Article, Annotated Code of Maryland, as amended, and authorizes and empowers Montgomery County, Maryland, to collect and remit the same to the City of Gaithersburg, consistent with the imposition and collection of such levies on real property by Montgomery County.

ADOPTED by the City Council this 1st day of June, 2020.

DocuSigned by:

Jud Ashman

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JUD ASHMAN, MAYOR and
President of the Council

DELIVERED to the Mayor of the City of Gaithersburg this 1st day of June, 2020.
APPROVED by the Mayor of the City of Gaithersburg this 1st day of June, 2020.

DocuSigned by:

Jud Ashman

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JUD ASHMAN, MAYOR

THIS IS TO CERTIFY, that the foregoing Ordinance was adopted by the City Council of the City of Gaithersburg, in public meeting assembled on the 1st day of June, 2020; and that the same was APPROVED by the Mayor of the City of Gaithersburg on the 1st day of June, 2020. This Ordinance will become effective on the 1st day of July, 2020.

DocuSigned by:

Dennis Enslinger

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Dennis Enslinger, Acting City Manager

Subsequent Events to the Proposed FY21 Budget

ANTICIPATED REVENUES	Introduced	Adopted	Change
Local Taxes	\$ 33,608,200	\$ 32,198,200	(1,410,000)
Licenses & Permits	4,479,780	4,271,780	(208,000)
Intergovernmental Revenue	20,447,086	19,927,153	(519,933)
Charges for Services	5,723,314	4,821,926	(901,388)
Fines & Forfeitures	2,200,000	2,010,000	(190,000)
Miscellaneous Revenue	<u>3,604,372</u>	<u>3,484,372</u>	<u>(120,000)</u>
Anticipated Revenue	70,062,752	66,713,431	(3,349,321)
Reappropriation	<u>1,911,973</u>	<u>2,637,106</u>	<u>725,133</u>
Total Anticipated Revenue	<u>71,974,725</u>	<u>69,350,537</u>	<u>(2,624,188)</u>

PROPOSED EXPENDITURES			
Office of the City Manager	2,237,256	2,671,517	434,261
Office of the City Attorney	862,468	780,605	(81,863)
Human Resources	1,300,845	1,235,488	(65,357)
Community & Public Relations	3,580,257	3,599,486	19,229
Finance & Administration	5,540,815	5,510,899	(29,916)
Information Technology	2,316,481	2,279,694	(36,787)
Parks, Recreation & Culture	9,958,211	9,605,818	(352,393)
Planning & Code Administration	5,727,716	5,567,378	(160,338)
Gaithersburg Police Department	9,893,608	9,710,447	(183,161)
Public Works	<u>15,820,521</u>	<u>15,295,358</u>	<u>(525,163)</u>
OPERATING TOTAL	<u>57,238,178</u>	<u>56,256,690</u>	<u>(981,488)</u>

PROPOSED TRANSFERS			
Asset Replacement Fund	2,827,000	2,319,300	(507,700)
Capital Improvements Fund	8,200,000	7,165,000	(1,035,000)
Housing Program Fund	240,000	240,000	-
Other Post Employment Benefit Trust	3,300,000	3,200,000	(100,000)
Stormwater Fund	<u>169,547</u>	<u>169,547</u>	<u>-</u>
TRANSFERS TOTAL	<u>14,736,547</u>	<u>13,093,847</u>	<u>(1,642,700)</u>
Total Proposed Expenditures	<u>71,974,725</u>	<u>69,350,537</u>	<u>(2,624,188)</u>

OTHER REVENUES APPROPRIATED FOR			
Stormwater Fund	<u>5,978,000</u>	<u>5,978,000</u>	<u>-</u>
Housing Fund	<u>342,072</u>	<u>164,720</u>	<u>(177,352)</u>
Forest Conservation Fund	<u>21,000</u>	<u>21,000</u>	<u>-</u>

Subsequent Events to the Proposed FY21 Budget

AC No.	Description	Amount Before Change	Amount After Change	Increase / Decrease
General Fund Revenues				
	Revenue in Proposed Budget			\$ 71,974,725
	<i>Adjustments based on updated FY20 projections</i>			
100-410000	Real Estate Taxes - Current	\$ 29,170,000	29,000,000	(170,000)
100-411000	Corporate Personal Property Tax - Current	1,100,000	850,000	(250,000)
100-414000	Hotel & Motel Tax	1,100,000	770,000	(330,000)
100-418300	Admissions & Amusement Tax	1,910,000	1,250,000	(660,000)
100-420230	Building Permits	1,600,000	1,440,000	(160,000)
100-420250	Electrical Permits	160,000	144,000	(16,000)
100-420320	Fire Protection Permits	160,000	144,000	(16,000)
100-420330	Mechanical Permits	160,000	144,000	(16,000)
	Federal Grant - CDBG - Increase due to redirection of funds from			
100-433100	Housing Program Fund and a \$34k increase in the grant amount	141,000	352,000	211,000
100-435900	State Revenue Sharing - Highway User	1,978,886	1,682,053	(296,833)
100-438100	County Revenue Sharing - Income Tax	14,080,000	13,380,000	(700,000)
100-447150	Recreation Programs - Sports	456,873	377,147	(79,726)
100-447160	Recreation Programs - Recreation Classes	214,950	200,450	(14,500)
100-447170	Recreation Programs - Youth Services	39,380	35,280	(4,100)
100-447180	Recreation Programs - Summer Camps	489,945	244,973	(244,972)
100-447200	Casey Community Center Rentals	230,000	200,000	(30,000)
100-447220	Water Park	650,000	350,000	(300,000)
100-447240	Kentlands	145,000	125,530	(19,470)
100-447260	Special Events	107,800	87,000	(20,800)
100-447270	Aquatic Facility - Indoor	170,000	164,085	(5,915)
100-447280	Skate Park	12,070	7,070	(5,000)
100-447290	Group Picnics	62,000	40,242	(21,758)
100-447320	Miniature Golf Revenue	102,000	96,000	(6,000)
100-447330	Gaithersburg Youth Center at Olde Towne	23,500	17,000	(6,500)
100-447340	Activity Center	230,000	194,803	(35,197)
100-447380	Arts Barn Programs	130,000	102,250	(27,750)
100-447390	Arts Barn Admissions	135,000	107,250	(27,750)
100-447410	Gaithersburg Youth Center at Robertson Park	6,690	2,940	(3,750)
100-447550	Community Museum Revenue	14,000	12,800	(1,200)
100-448250	Benjamin Gaither Ctr Programs	169,000	122,000	(47,000)
100-451350	Photo Radar	1,940,000	1,750,000	(190,000)
100-461100	Interest Earnings	2,001,000	1,801,000	(200,000)
	Community Services - Contributions - Increase due to award from			
100-464150	Cities for Financial Empowerment for Financial Navigator program	-	80,000	80,000
100-*****	Federal Grant - COVID Relief - Funding provided by the CARES Act	-	265,900	265,900
100-	for COVID-specific economic relief	-	-	-
100-		-	-	-
	<u>Adjust Reappropriation to Balance</u>	<u>1,911,973</u>	<u>2,637,106</u>	<u>725,133</u>
	Total Changes to Revenues			<u>(2,624,188)</u>
	Revised Total Revenues			<u><u>\$ 69,350,537</u></u>

Subsequent Events to the Proposed FY21 Budget

AC No.	Description	Amount Before Change	Amount After Change	Increase / Decrease
Genreal Fund Expenditures & Other Uses of Funds				
	Expenditures and Other Uses of Funds in Proposed Budget			\$ 71,974,725
	Office of the City Manager			
11xx-5xxxxx	Personnel Services - Citywide reduction of Merit from 3% to 1%	\$ 1,695,323	\$ 1,672,684	(22,639)
1131-536000	Office of the City Manager - Miscellaneous Professional Services - Reduction of Citywide visioning exercise	20,200	200	(20,000)
1142-543000	Housing & Community Development - Contributions - Additional federal funds from CDBG for rental relief assistance	\$ 70,000	160,000	90,000
1142-543000	Housing & Community Development - Contributions - Federal grnt funds intended for microenterprise grants	\$ 160,000	281,000	121,000
1142-543200	Housing & Community Development - COVID-Relief Grants - Funds provided by federal government for COVID-specific economic relief	\$ -	265,900	265,900
	Office of the City Attorney			
1111-5xxxxx	Personnel Services - Citywide reduction of Merit from 3% to 1%	769,226	757,261	(11,965)
1111-5xxxxx	New Part-Time Assistant City Attorney Position - Eliminated position and ancillary costs from FY21 Budget.	59,898	-	(59,898)
1111-533000	Legal Services - Legal	50,000	40,000	(10,000)
	Community & Public Relations			
121x-5xxxxx	Personnel Services - Citywide reduction of Merit from 3% to 1%	2,128,482	2,099,154	(29,328)
1212-522200	Public Information - Photo / Audio / Video Supplies - Reduce photo backdrop	500	250	(250)
1212-522500	Public Information - Program Activities - Reduce catering from State of the City event and eliminate swag and print costs for We Are Gaithersburg campaign	11,200	2,200	(9,000)
1212-525000	Public Information - Furniture / Fixtures - Reduce furniture purchases for FY21	500	-	(500)
1212-531000	Public Information - IT (Non-Consultant) Services - Reduce Animoto purchase	43,098	42,510	(588)
1212-531500	Public Information - Software Licenses - Reduce Chromakey plug-in license	500	-	(500)
1212-536000	Public Information - Miscellaneous Professional Services - Reduction of planned media training and freelance writing; reduction in use of freelance photography	16,000	4,000	(12,000)
1212-541000	Public Information - Advertising - Reduction in social media advertising	3,000	2,400	(600)
1212-542000	Public Information - Awards & Presentations - Reduce award application funds	350	50	(300)
1212-544000	Public Information - Dues / Memberships / Certifications - Reduce a waived membership fee for FY21	2,275	2,090	(185)
1212-545000	Public Information - Publications / Resource Materials - Eliminate AIGA magazine purchase and Colorbridge Guide	2,180	1,700	(480)
1212-546000	Public Information - Conferences / Seminars / Class Registration - Reduce funds for AIGA conference, Granicus Conference user workshop, 3CMA conference, and switch to virtual passes for GSMO conference	3,760	720	(3,040)

Subsequent Events to the Proposed FY21 Budget

AC No.	Description	Amount Before Change	Amount After Change	Increase / Decrease
1212-547000	Public Information - Travel Expenses - Reduce travel for GSMO conference, 3CMA conference, and AIGA conference	7,060	660	(6,400)
1212-554000	Public Information - Signage - Eliminate new pullup banners and signage on 16 S. Summit construction site	9,600	1,000	(8,600)
1212-556000	Public Information - Postage - Reduce reserve funding for miscellaneous mailings	15,500	15,000	(500)
1212-560000	Public Information - Miscellaneous - Reduce purchase of branded apparel and promotional materials	5,500	2,500	(3,000)
1213-526000	Gaithersburg Television - Machinery & Equipment - General reduction	2,500	1,000	(1,500)
1213-536000	Gaithersburg Television - Miscellaneous Professional Services - Reduction to State of the City event	4,150	2,350	(1,800)
1213-542000	Gaithersburg Television - Awards & Presentations - Reduction of video award entry fees	100	-	(100)
1213-545000	Gaithersburg Television - Publications / Resource Materials - Reduction of still and graphic motion templates	400	-	(400)
1213-573000	Gaithersburg Television - R&M Machinery & Equipment - General reduction	5,634	4,634	(1,000)
1215-522500	Community Services - Program Activities - Reduction in food expenses for various events and committee meetings, as well as cancelation of other events	27,950	24,250	(3,700)
1215-522500	Community Services - Program Activities - Housing Initiative Partnership funding for financial counseling; grant funded expenditure from Cities for Financial Empowerment	24,250	91,750	67,500
1215-541000	Community Services - Advertising - Increase in advertising for grant-funded Financial Navigator program	1,500	14,000	12,500
1215-542000	Community Services - Awards & Presentations - Reduction in Character Counts! scholarships and book club expenses	7,600	3,700	(3,900)
1215-543000	Community Services - Contributions - Increase in grant funding for community organizations	1,119,857	1,169,857	50,000
1215-544000	Community Services - Dues / Memberships / Certifications - Reduction of membership dues for Character Counts! Coalition and National Organization for Human Services	600	100	(500)
1215-546000	Community Services - Conferences / Seminars / Class Registration - Reduce funding for conferences that require travel	5,600	1,600	(4,000)
1215-546300	Community Services - In-Service Training - General reduction	1,360	860	(500)
1215-547000	Community Services - Travel Expense - Eliminate all travel for conferences; only local mileage funded	3,300	1,000	(2,300)
1215-560000	Community Services - Miscellaneous - Reduction in promotional and giveaway items	1,500	1,000	(500)
1216-522500	Homeless Services - Program Activities - Resident workshops and outreach activities reduction	14,000	2,000	(12,000)
1216-525000	Homeless Services - Furniture / Fixtures - Reduction of desk, chair and rug replacement	750	-	(750)
1216-536000	Homeless Services - Miscellaneous Professional Services - Reduction in canine pest inspections	5,150	4,100	(1,050)
1216-544000	Homeless Services - Dues / Memberships / Certifications - Reduction of certification funds for manager and counselor	500	-	(500)
1216-546000	Homeless Services - Conferences / Seminars / Class Registration - Reduction of non-essential training	500	-	(500)
1216-546300	Homeless Services - In-Service Training - Reduction of non-essential training	500	-	(500)

Subsequent Events to the Proposed FY21 Budget

AC No.	Description	Amount Before Change	Amount After Change	Increase / Decrease
Finance & Administration				
1141-5xxxxx	Finance & Administration - Personnel Services - Finance Systems Support Manager vacancy; hiring freeze savings	1,360,864	1,352,535	(8,329)
1141-5xxxxx	Finance & Administration - Personnel Services - Citywide reduction of Merit from 3% to 1% and other personnel changes	1,352,535	1,354,905	2,370
1141-5xxxxx	Finance & Administration - Personnel Services - Reduction of summer internship	8,607	-	(8,607)
1141-546000	Finance & Administration Conference / Seminar / Class Registration - General reduction	13,000	6,500	(6,500)
1141-547000	Finance & Administration - Travel Expense - General reduction	17,700	8,850	(8,850)
Human Resources				
1135-5xxxxx	Personnel Services - Citywide reduction of Merit from 3% to 1%	997,151	984,294	(12,857)
1135-536000	Human Resources - Miscellaneous Professional Expenses - Reduction in candidate travel expense	34,300	29,300	(5,000)
1135-541000	Human Resources - Advertising - General reduction in recruitment advertising	20,000	12,000	(8,000)
1135-542000	Human Resources - Awards & Presentations - Reductions in employee picnic, employee recognition awards, and employee recognition awards luncheon	37,800	11,900	(25,900)
1135-546000	Human Resources - Conference / Seminar / Class Registration - Reduction of ADA and IPMA Conferences	1,100	-	(1,100)
1135-546300	Human Resources - In-Service Training - Reduction in supervisory, employee development, and HR staff training expenses	25,000	12,500	(12,500)
Information Technology				
114x-5xxxxx	Personnel Services - Citywide reduction of Merit from 3% to 1%	1,871,171	1,840,884	(30,287)
1145-531000	Information Technology - IT (Non-Consultant) Services -	89,305	84,305	(5,000)
1145-546000	Information Technology - Conference / Seminar / Class Registration -	15,500	14,000	(1,500)
1145-547000	Information Technology - Travel Expense -	6,100	6,100	
Parks, Recreation & Culture				
14xx-5xxxxx	Personnel Services - Citywide reduction of Merit from 3% to 1% and other personnel changes	7,723,703	7,705,942	(17,761)
1422-5xxxxx	Water Park - Personnel Services - Recreation Services Division Chief vacancy; hiring freeze savings	755,295	738,600	(16,695)
1424-5xxxxx	Gaithersburg Youth Center at Olde Towne - Personnel Services - Community Facility Manager vacancy; hiring freeze savings	336,191	321,611	(14,580)
1425-5xxxxx	Benjamin Gaither Center - Personnel Services - Bus Driver / Site Leader vacancy; hiring freeze savings	695,131	685,767	(9,364)
1438-5xxxxx	Kentlands Mansion - Personnel Services - Facility Coordinator vacancy; hiring freeze savings	351,581	342,782	(8,799)
1415-522000	Recreation Programs & Sports - General Operating Supplies - General reduction	52,444	38,444	(14,000)
1415-522500	Recreation Programs & Sports - Program Activities - Reduction in golf tournament spending	8,720	4,620	(4,100)
1415-542000	Recreation Programs & Sports - Awards & Presentations - Reduction in golf tournament spending	24,962	24,612	(350)

Subsequent Events to the Proposed FY21 Budget

AC No.	Description	Amount Before Change	Amount After Change	Increase / Decrease
1416-541000	Recreation Classes - Advertising - Reduction in social media ads and other advertising	2,900	1,900	(1,000)
1416-553000	Recreation Classes - Printing & Binding - Reduction in posters and postcards	1,300	800	(500)
1416-554000	Recreation Classes - Signage - Reduction of banner expense	1,000	-	(1,000)
1417-509000	Youth Services - Part Time Wages - Reduction in part time wages for inclusion coordinator position	176,766	159,266	(17,500)
1417-522500	Youth Services - Program Activities - General reduction	25,515	24,015	(1,500)
1418-522000	Summer Programs - General Operating Supplies - General reduction	22,763	20,763	(2,000)
1418-522500	Summer Programs - Program Activities - General reduction	35,255	34,080	(1,175)
1418-554000	Summer Programs - Signage - General reduction	650	-	(650)
1419-522500	Youth Center at Robertson Park - Program Activities - General reduction	1,450	450	(1,000)
1420-541000	Skate Park - Advertising - General advertising reduction	850	500	(350)
1420-554000	Skate Park - Signage - Reduction of new signage for FY21	400	-	(400)
1421-521000	Casey Community Center - Office Supplies - General reduction	1,200	1,000	(200)
1421-522000	Casey Community Center - General Operating Supplies - General reduction	13,272	9,400	(3,872)
1421-525000	Casey Community Center - Furniture / Fixtures - Deferment of purchase of replacement tables	4,800	2,000	(2,800)
1421-526000	Casey Community Center - Machinery / Equipment - Deferment of digital signage prject implementation	3,380	500	(2,880)
1421-533000	Casey Community Center - Legal - Reduction in purchase of cooking program licenses	1,000	400	(600)
1421-537000	Casey Community Center - Instructor Services - General reduction	5,000	1,875	(3,125)
1421-541000	Casey Community Center - Advertising - General reduction	4,000	2,050	(1,950)
1421-553000	Casey Community Center - Printing & Binding - General reduction	3,400	2,700	(700)
1422-521000	Water Park - Office Supplies - Reduction in required paperwork due to fewer classes	2,000	1,000	(1,000)
1422-524000	Water Park - Supplies / Resale - General reduction	3,950	2,450	(1,500)
1422-537000	Water Park - Instructor Services - Reduction in course offerings requires fewer instructor hours	2,500	2,000	(500)
1422-538000	Water Park - Performances & Entertainment - General reduction	3,000	2,400	(600)
1422-541000	Water Park - Advertising - General reduction	400	250	(150)
1422-546300	Water Park - In-Service Training - General reduction	1,700	1,250	(450)
1422-553000	Water Park - Printing & Binding - General reduction	1,500	1,200	(300)
1422-557000	Water Park - Uniforms / Laundry - General reduction	5,000	4,500	(500)
1422-561000	Water Park - Local In-Service Meals - General reduction	700	600	(100)
1423-521000	Gaithersburg Arts Barn - Office Supplies - General reduction	400	300	(100)
1423-522000	Gaithersburg Arts Barn - General Operating Supplies - General reduction	9,245	6,472	(2,773)
1423-524000	Gaithersburg Arts Barn - Supplies / Resale - Reduction in venue concessions expenses	2,800	1,960	(840)
1423-525000	Gaithersburg Arts Barn - Furniture / Fixtures - Reduction in purchase of replacement chairs and tables	200	100	(100)
1423-526000	Gaithersburg Arts Barn - Machinery / Equipment - Reduction in streaming and pottery wheel expenses	5,500	2,000	(3,500)
1423-533000	Gaithersburg Arts Barn - Legal - Reduction in Arts Education Initiative	910	410	(500)
1423-536000	Gaithersburg Arts Barn - Miscellaneous Professional Services - General reduction	6,000	4,500	(1,500)

Subsequent Events to the Proposed FY21 Budget

AC No.	Description	Amount Before Change	Amount After Change	Increase / Decrease
1423-538000	Gaithersburg Arts Barn - Performances & Entertainment - Artist and partner revenue share reduction	123,500	82,334	(41,166)
1423-553000	Gaithersburg Arts Barn - Printing & Binding - Reduction of season brochure printing	5,000	2,500	(2,500)
1423-556000	Gaithersburg Arts Barn - Postage - Reduction of mailing season brochure	2,500	1,800	(700)
1423-573000	Gaithersburg Arts Barn - R&M Machinery & Equipment - Reduction in repair of AV Equipment	2,366	1,750	(616)
1424-509000	Gaithersburg Youth Center at Olde Towne - Part Time Wages - General reduction	142,736	140,886	(1,850)
1424-525000	Gaithersburg Youth Center at Olde Towne - Furniture / Fixtures - General reduction	2,750	2,250	(500)
1424-536000	Gaithersburg Youth Center at Olde Towne - Miscellaneous Professional Services - Reduction of technical contractor	1,000	-	(1,000)
1425-525000	Benjamin Gaither Center - Furniture / Fixtures - Defer purchase of replacement chairs and new elliptical	5,200	-	(5,200)
1425-526000	Benjamin Gaither Center - Machinery & Equipment - Defer implementation of digital signage project	6,080	3,200	(2,880)
1426-521000	Activity Center - Office Supplies - General reduction	500	250	(250)
1426-525000	Activity Center - Furniture / Fixtures - General reduction	4,800	4,300	(500)
1426-526000	Activity Center - Machinery / Equipment - Defer purchase of new security cameras	3,600	1,600	(2,000)
1426-531500	Activity Center - Software Licenses - Reduction of software licenses needed for security cameras	600	-	(600)
1426-573000	Activity Center - R&M Machinery & Equipment - General reduction	6,097	5,597	(500)
1427-538000	Gaithersburg Aquatic Center - Performances & Entertainment - General reduction	750	600	(150)
1427-546000	Gaithersburg Aquatic Center - Conferences / Seminars / Class Registration - General reduction	800	500	(300)
1427-549000	Gaithersburg Aquatic Center - Scholarship Management - Reduction in scholarships provided	1,500	500	(1,000)
1428-524000	Miniature Golf Course - Supplies / Resale - General reduction	3,500	3,300	(200)
1428-525000	Miniature Golf Course - Furniture / Fixtures - General reduction	2,000	1,500	(500)
1428-541000	Miniature Golf Course - Advertising - General reduction	2,000	1,700	(300)
1429-525000	Picnic Pavilions - Furniture / Fixtures - Defer replacement of picnic tables and benches	1,300	-	(1,300)
1436-522000	Special Events - General Operating Supplies	38,085	22,035	(16,050)
1436-524000	Special Events - Supplies / Resale - Gaithersburg Book Festival merchandise	1,500	-	(1,500)
1436-533000	Special Events - Legal	560	330	(230)
1436-536000	Special Events - Miscellaneous Professional Services	86,969	77,469	(9,500)
1436-536800	Special Events - Security Services	20,150	19,650	(500)
1436-538000	Special Events - Performances & Entertainment	85,000	33,320	(51,680)
1436-541000	Special Events - Advertising	23,635	18,920	(4,715)
1436-542000	Special Events - Awards & Presentations	350	-	(350)
1436-553000	Special Events - Printing & Binding	20,411	15,421	(4,990)
1436-554000	Special Events - Signage	15,560	12,560	(3,000)
1436-567000	Special Events - Rental & Use	124,335	92,638	(31,697)
1436-567100	Special Events - Rental of Facilities	2,588	2,223	(365)
1437-522000	Community Museum - General Operating Supplies - General reduction	6,300	5,000	(1,300)
1437-526000	Community Museum - Machinery / Equipment - Defer purchase of telescope & display	4,800	500	(4,300)

Subsequent Events to the Proposed FY21 Budget

AC No.	Description	Amount Before Change	Amount After Change	Increase / Decrease
1437-533000	Community Museum - Legal - Reduction in purchase of County licenses	300	90	(210)
1437-538000	Community Museum - Performances & Entertainment - Reduction in program offerings	6,500	4,500	(2,000)
1437-553000	Community Museum - Printing & Binding - General reduction to coincide with reduction in program offerings	3,500	2,500	(1,000)
1438-522000	Kentlands Mansion - General Operating Supplies - general reduction	6,480	6,260	(220)
1438-524000	Kentlands Mansion - Supplies / Resale - reduction in concession supplies needed	8,000	6,800	(1,200)
1438-533000	Kentlands Mansion - Legal - Reduction of purchase of County licenses	360	150	(210)
1438-536000	Kentlands Mansion - Miscellaneous Professional Services - Decrease in instructor fees due to reduction in program offerings	1,430	330	(1,100)
1438-538000	Kentlands Mansion - Performances & Entertainment - Reduction in theater program offerings	7,500	2,000	(5,500)
1438-541000	Kentlands Mansion - Advertising - Reduction in advertising due to decrease in program offerings	17,000	14,500	(2,500)
1438-553000	Kentlands Mansion - Printing & Binding - general reduction	2,800	2,000	(800)
1438-554000	Kentlands Mansion - Signage - general reduction	1,000	800	(200)
Planning & Code Administration				
119x-5xxxxx	Personnel Services - Citywide reduction of Merit from 3% to 1% and other personnel changes	5,270,586	5,214,314	(56,272)
1197-5xxxxx	Neighborhood Services - Personnel Services - Reduce new rental housing inspector position to 6 months of salary	129,330	85,494	(43,836)
1192-546000	Planning & Code Administration - Conferences / Seminars / Class Registration - General reduction	2,700	-	(2,700)
1192-547000	Planning & Code Administration - Travel Expenses - Reduce all travel expenses aside from local mileage	3,600	100	(3,500)
1194-546000	Planning - Conferences / Seminars / Class Registration - Reduce APA Conference registration	12,040	11,180	(860)
1194-547000	Planning - Travel Expense -Reduce APA conference travel and ESRI National Conference travel expenses	16,900	12,480	(4,420)
1196-522000	Permits & Inspections - General Operating Supplies - General reduction	1,200	700	(500)
1196-536000	Permits & Inspections - Miscellaneous Professional Services - General reduction	2,200	-	(2,200)
1196-544000	Permits & Inspections - Dues / Memberships / Certifications - Reduction of NFPA dues for one staff member	3,070	2,870	(200)
1196-546000	Permits & Inspections - Conferences / Seminars / Class Registration - Reduction of ICC EduCode training	8,573	6,173	(2,400)
1196-547000	Permits & Inspections - Travel Expense - Reduction of travel for ICC Educodes training	9,220	6,220	(3,000)
1196-557000	Permits & Inspections - Uniforms / Laundry - Reduction in staff ID shirts & jackets expense	2,960	2,560	(400)
1196-595100	Permits & Inspections - Furniture & Equipment (Replacement) - Reduction of replacement chairs	2,000	-	(2,000)
1197-519000	Neighborhood Services - Tuition Reimbursement - Reduction of reimbursement for one person	10,500	7,000	(3,500)
1197-522000	Neighborhood Services - General Operating Supplies - general reduction	3,600	3,100	(500)
1197-526000	Neighborhood Services - Machinery / Equipment - Reduction of a wall-mounted display	4,900	4,000	(900)

Subsequent Events to the Proposed FY21 Budget

AC No.	Description	Amount Before Change	Amount After Change	Increase / Decrease
1197-536700	Neighborhood Services - Abatement Services - general reduction	6,000	5,000	(1,000)
1197-547000	Neighborhood Services - Travel Expense - General reduction	2,500	2,000	(500)
1197-557000	Neighborhood Services - Uniforms / Laundry - General reduction	3,630	3,130	(500)
1197-590000	Neighborhood Services - Vehicles / Motor Equipment - Reduction of vehicle for the new rental housing inspector position	30,000	-	(30,000)
1198-547000	Animal Control - Travel Expense - General reduction	3,000	2,250	(750)
1198-557000	Animal Control - Uniforms / Laundry - General reduction	3,680	3,280	(400)
Police				
1211-5xxxxx	Personnel Services - Citywide reduction of Merit from 3% to 1% Police Department - Personnel Services - Reduce new police officer position to six months of salary, and eliminate all ancillary equipment funding	9,074,392	9,019,249	(55,143)
1211-5xxxxx	Police Department - Software Licenses - Police contact phone application	178,795	50,577	(128,218)
1211-531500		9,500	9,700	200
Public Works				
13xx-5xxxxx	Personnel Services - Citywide reduction of Merit from 3% to 1% Public Works Administration - Personnel Services - Reduction of upgrade of Administrative Assistant position from Fleet Maintenance	8,984,044	8,873,746	(110,298)
1311-5xxxxx	Fleet Maintenance - Personnel Services - Restoration of Part Time Wages & FICA for part-time position	66,622	-	(66,622)
1315-5xxxxx	New Facility Maintenance - Custodians (2) - Reduced salary and benefits to provide for last 3 months of FY21.	-	25,187	25,187
1150-5xxxxx	Landscaping & Forestry - Personnel Services - Maintenance Worker I Vacancy; hiring freeze savings	82,966	48,088	(34,878)
1341-5xxxxx		1,089,578	1,080,465	(9,113)
1150-572000	Facilities Management - R&M Buildings & Facilities - Reductions to the following line items: Painting; carpet replacement; electrical repairs; concrete and masonry repairs; and fence repairs. Building & Grounds, City Hall - R&M Buildings & Facilities -	300,000	215,000	(85,000)
1151-572000	Deferment of basement waterproofing repair Building & Grounds, Police Station - R&M Buildings & Facilities -	78,000	48,000	(30,000)
1152-572000	Deferment of side and rear window replacement	40,000	12,000	(28,000)
1170-572000	Building & Grounds, Olde Towne Youth Center - R&M Buildings & Facilities - Deferment of geothermal pump replacement	18,000	7,000	(11,000)
1172-572000	Building & Grounds, Robertson Park Youth Center - R&M Buildings & Facilities - Deferment of geothermal pump replacement	18,000	7,000	(11,000)
1311-509000	Public Works Administration - Part Time Wages - Error correction Reduction of all seasonal hires for Public Work Operations Division for FY21.	(28,076)	-	28,076
xxxx-509000	Engineering Services - Engineering & Architecture - Deferment of Safe Routes to Schools Study		(141,120)	(141,120)
1351-532000	Engineering Services - Conference / Seminars / Class Registration - General reduction	204,800	159,800	(45,000)
1351-546000		15,395	12,000	(3,395)

Subsequent Events to the Proposed FY21 Budget

AC No.	Description	Amount Before Change	Amount After Change	Increase / Decrease
1351-547000	Engineering Services - Travel Expense - Reduction of all travel aside from local mileage	3,125	125	(3,000)
	Transfers			
1911-589300	Non-Departmental - Transfer to Capital Funds - Reduction in transfer due to deferment of funding	8,200,000	7,165,000	(1,035,000)
1911-589350	Non-Departmental - Transfer to Asset Replacement - Reduction in transfer due to deferment of vehicle purchases	2,827,000	2,319,300	(507,700)
1911-589853	Non-Departmental - Transfer to OPEB - Reduction of transfer increase by 50%	3,300,000	3,200,000	<u>(100,000)</u>
	Total Changes to Expenditures & Other Uses of Funds			<u>(2,624,188)</u>
	Revised Total Expenditures & Other Uses of Funds			<u><u>\$ 69,350,537</u></u>

Subsequent Events to the Proposed FY21 Budget

AC No.	Description	Amount Before Change	Amount After Change	Increase / Decrease
CIP Revenues & Other Sources of Funds				
	Revenue in Proposed Budget Document			\$ 12,988,268
	Future PW Facility Projects - Transfer In From General Fund -			
0000053-499000	Reduction of transfer from General Fund for FY21	875,000	-	(875,000)
	Olde Towne - Art Project - Transfer In From General Fund -			
0000107-499000	Reduction of transfer from General Fund	180,000	-	(180,000)
	Olde Towne - Art Project - Transfer In From CIP - Transfer of funds			
0000107-499100	from Crown Farm Historic Park to cover FY21 expenses	-	80,000	80,000
	16 S. Summit Ave. Building - Art Project - Transfer In From General			
0000127-499000	Fund - Reduction of transfer from General Fund	80,000	-	(80,000)
	16 S. Summit Ave. Building - Art Project - Transfer In From CIP -			
	Transfer of Funds from Crown Farm Historic Park to cover FY21			
0000127-499100	expenses	-	40,000	40,000
	New Gaithersburg Elementary School Turf Field - Transfer In From			
PK999-499000	General Fund - Increase transfer to cover initial expenses for new			
	turf field	-	100,000	100,000
	Total Changes to Revenues			<u>(915,000)</u>
	Revised Transfer In			<u>\$ 12,073,268</u>
CIP Expenditures & Other Uses of Funds				
	Expenditures in Proposed Budget Document			\$ 37,629,639
	Crown Farm Historic Park - Transfer to Other Funds - Increase			
0000008-589000	transfer to contingency to cover other projects	\$ 375,000	495,000	120,000
	Buildout of 16 South Summit Avenue - Construction - Construction			
UV999-591100	costs on this project moved to FY22	365,000	-	(365,000)
	Buildout of 16 South Summit Avenue - Furniture / Fixtures - these			
UV999-595000	costs moved from FY21 to FY22	40,000	-	(40,000)
	East Diamond Avenue & Summit Avenue Signal Improvements -			
IN999-532000	Engineering & Architecture - Project engineering moving forward in	-	25,000	25,000
	16 South Summit Avenue IT Buildout - Furniture / Fixtures - Project			
IT999-595000	anticipated to be completed in FY22 with final expenses moved to	225,000	200,000	(25,000)
	New Gaithersburg Elementary School Turf Field - Construction -			
PK999-591100	Initial construction costs for a turf field at the Gaithersburg cluster			
	elementary school	-	100,000	100,000
	Total Changes to Expenditures			<u>(185,000)</u>
	Revised Total Expenditures			<u>\$ 37,444,639</u>

Subsequent Events to the Proposed FY21 Budget

AC No.	Description	Amount Before Change	Amount After Change	Increase / Decrease
Stormwater Revenues & Other Sources of Funds				
	Revenue in Proposed Budget Document			\$ 6,147,547
3360-499200	Transfer In - SWM Operating - Transfer from Stormwater Operating balance to cover capital expenses in three new projects	\$ (100,000)	\$ (208,200)	(108,200)
SW999-499200	Transfer In - Lake Placid Repairs - Transfer in to cover capital expenses for FY21	-	35,000	35,000
SW999-499200	Transfer In - Lake Kersten Repairs - Transfer in to cover capital expenses for FY21	-	53,200	53,200
SW999-499200	Transfer In - Lake Lynette Repairs - Transfer in to cover capital expenses for FY21	-	20,000	20,000
	Total Changes to Revenues			-
	Revised Revenue Total			<u>\$ 6,147,547</u>
Stormwater Expenditures & Other Uses of Funds				
	Expenditures in Proposed Budget Document			\$ 6,171,842
3360-5xxxxx	Personnel Services - Citywide reduction of Merit from 3% to 1%	\$ 698,767	\$ 689,747	(9,020)
SW999-532000	Lake Placid Repairs - Engineering & Architecture - New project request from Stormwater for high hazard dam repair and stabilization	-	35,000	35,000
SW999-532000	Lake Kersten Repairs - Engineering & Architecture - New project request from Stormwater for high hazard dam repair and stabilization	-	25,000	25,000
SW999-532300	Lake Kersten Repairs - Construction Oversight - New project request from Stormwater for high hazard dam repair and stabilization	-	1,700	1,700
SW999-591100	Lake Kersten Repairs - Construction - New project request from Stormwater for high hazard dam repair and stabilization	-	25,000	25,000
SW999-597500	Lake Kersten Repairs - Construction Management - New project request from Stormwater for high hazard dam repair and stabilization	-	1,500	1,500
SW999-532000	Lake Lynette Repairs - Engineering & Architecture - New project request from Stormwater for high hazard dam repair and stabilization	-	20,000	20,000
	Total Changes to Expenditures			99,180
	Revised Total Expenditures			<u>\$ 6,271,022</u>

Subsequent Events to the Proposed FY21 Budget

AC No.	Description	Amount Before Change	Amount After Change	Increase / Decrease
Asset Replacement Revenues & Other Sources of Funds				
	Revenue in Proposed Budget Document			\$ 2,827,000
3850-499000	City Vehicle & PW Asset Replacement - Transfer In From General Fund - Reduce transfer to account for deferment of vehicle purchases	\$ 2,054,000	\$ 1,546,300	(507,700)
	Total Changes to Revenues			(507,700)
	Revised Transfer In			<u>\$ 2,319,300</u>
Asset Replacement Expenditures & Other Uses of Funds				
	Expenditures in Proposed Budget Document			\$ 2,902,519
3850-595150	City Vehicles & PW FA Replacement - Deferment of replacement vehicle purchase of Animal Control vans (2), an air compressor, the Walder Park playground equipment, and a bus.	\$ 1,795,000	\$ 1,287,300	(507,700)
	Total Changes to Expenditures			(507,700)
	Revised Total Expenditures			<u>\$ 2,394,819</u>
Housing Fund Revenues & Other Sources of Funds				
	Revenue in Proposed Budget Document			\$ 582,072
2142-433100	Federal Grant - CDBG - Redirection of funds to the General Fund from CDBG for Rental Housing Assistance	\$ 277,352	\$ 100,000	(177,352)
	Total Changes to Revenues			(177,352)
	Revised Transfer In			<u>\$ 404,720</u>
Housing Fund Expenditures & Other Uses of Funds				
	Expenditures in Proposed Budget Document			\$ 1,953,631
2142-562000	Homeownership Assistance Program - Reduction due to redirection of funds for rental housing emergency assistance, and error correction	\$ 778,631	\$ 590,000	(188,631)
	Total Changes to Expenditures			(188,631)
	Revised Total Expenditures			<u>\$ 1,765,000</u>